Utah State Office of Education

SSID Web Site User Manual

DATE	AUTHOR	VERSION	NOTES
5-22-2005	Wayne Will, Brad Loveland, Stuart Schroeder	0.9	First Released version of user manual
5-23-2005	Brad Loveland, Casey Loveland	.91	Updated web site screens

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1 SSID System Overview

This document along with the SSID File Specification and other SSID-related documents are available in their latest form on the SSID Website Support page.

1.1 Background

Federal and State laws along with data collection requirements have driven the creation of a unique State Student Identifier (SSID) for each student in the state of Utah. The SSID improves Utah public education by providing accountability, analysis, reporting, and tracking of every student that enters the Utah public school system.

The SSID website is an LEA's primary interface to the SSID system. The website provides all of the required tools for an LEA to manage the assignment of SSIDs.

1.2 Terms Used

In order to clarify the terminology used in this manual, Table 1.1 contains the specific meaning for each term in the context of the SSID web site.

Term	Acronym	Definition
Batch		A group of SSID requests submitted in a file
First name		Legal first name or as on birth certificate
Last name		Legal last name or as on birth certificate
LEA	LEA	Local Education Agency
LEA number		Local Education Agency number as assigned by USOE (District number)
LEA row reconciliation		The process of resolving Match issues using the SSID website.
LEA student number		Local Education Agency student number
Manual processing		Single student row processing using the SSID website.
Match or Matched		The attributes of an SSID Request row are the same as those in a row in the SSID system.
Middle name		Legal middle name or as on birth certificate
Multiple enrollment		A student is enrolled in multiple LEAs at the same time.
No Match		No single student with the supplied attributes can be found in the SSID system.
Possible Match		Suggested during reconciliation, some, but not all, attributes of an SSID Request row are identical to those of a row in the SSID system
Post, Posting, or Posted		The action specified in the Request Type is performed on the SSID database.
Primary Attributes		Primary attributes are: last name, first name, middle name, birth date and gender.
Request Type	R = Retrieve V = Verify U = Update N = New SSID	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Row		A Row refers to one line of complete information related to a request. Also referred to as Student Row.
SIS	SIS	Student Information System
State Student Identifier	SSID	Unique number assigned to each student attending Utah Public Schools.

Term	Acronym	Definition
SSID Request File		The file uploaded to USOE from the LEA for SSID processing. The file must conform to the layout and requirements in the SSID File Specification document.
SSID Response File		The file downloaded by the LEA that contains the results of the processing of the corresponding SSID Request File. The file's layout can be found in the SSID File Specification document.
Student row		One row in the SSID Request and SSID Response Files. Also referred to simply as Row.
Student attributes		The identifying characteristics of the student used to Match the LEA SSID Request row to the SSID database.
USOE		Utah State Office of Education Agency

Table 1.1

1.3 SSID Web Site

The SSID web site is provided as the LEA's interface to the SSID system. It provides the LEA with:

- File Maintenance functions that facilitate automated processing
- Student Maintenance functions for manually managing student data
- User Maintenance functions to manage the LEA's access
- a Support section to provide on-line access to the latest versions of SSID-related documents and applications

Use Microsoft Internet Explorer version 6.x or above for best results. Other browsers may function but have not been tested.

1.4 Manual vs. Automated (Batch) Processing

There are two methods for updating the SSID system: *manual* or *batch*. An LEA may elect to use a single method or some combination of the two methods. The manual method requires the LEA to enter and update SSID information by hand on the SSID web site. The batch method requires the LEA to submit an SSID Request File containing student data and to download and process an SSID Response File.

The SSID Request File is a comma-delimited file that is generated by the LEA, verified by the LEA using the SSID Request Verification Application tool, and sent to the SSID system. A file contains one row per student. Each row contains a request type with which the LEA tells the SSID system which pre-defined operation to perform with the row.

An SSID Response File is automatically generated once an SSID Request File has been completely processed. The SSID Response File indicates the result of each operation requested in the SSID Request File and an LEA must synchronize their local SIS with this file.

Note:	More information on SSID Request Files and SSID Response Files are available in the SSID File Specification Document on the SSID web site.

1.4.1 Example Batch Interaction

The steps below outline how an LEA might interact with the SSID system in batch mode. An LEA would

1. create an SSID Request File from data in their SIS system
2. validate the SSID Request File using the SSID Request File Validation Application
3. upload the validated SSID Request File to the SSID system
4. monitor the processing of the SSID Request File
5. download the SSID Response File once processing is complete
6. reconcile their system with the SSID Response File

For a graphical representation of this process, please see the next section. For more detailed information about individual steps, please refer to the sections later in this document.

1.4.2 SSID Automated (Batch) Processing Diagram

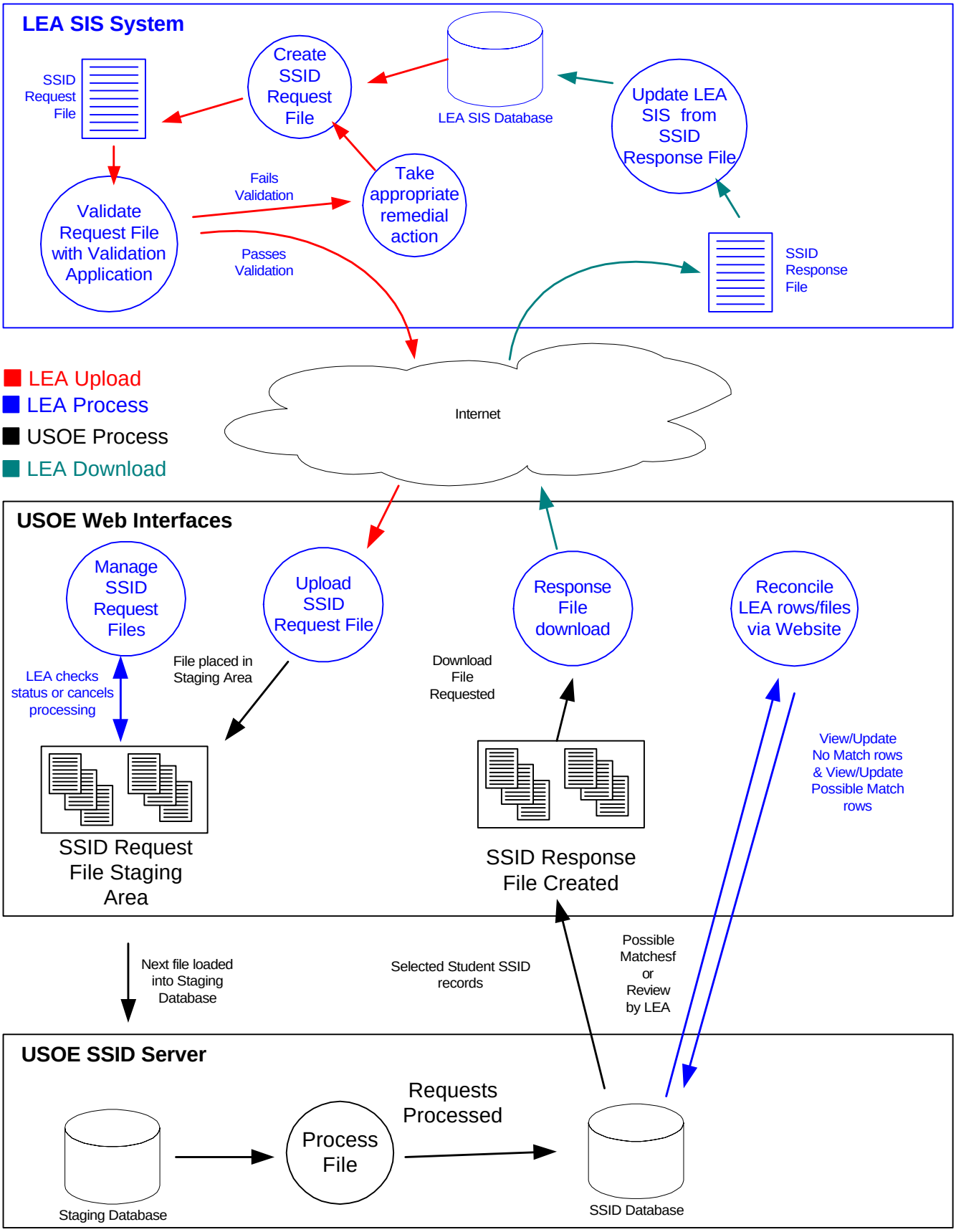


Figure 1.2

1.5 Types of Requests

LEAs specify a request type code on each submitted row to indicate the action they would like the SSID system to perform with that row. The four request types are defined in the Table 1.3.

Request Type	Code	Description
New SSID	N	Requests a new SSID for a student enrolling for the first time in a public school in the state of Utah.
Retrieve	R	Requests an existing student's SSID.
Verify	V	Determines if the student's SSID and attributes as recorded in the LEA's SIS system match the SSID system.
Update	U	Changes the attributes for a student that already exists in the SSID system.

Table 1.3

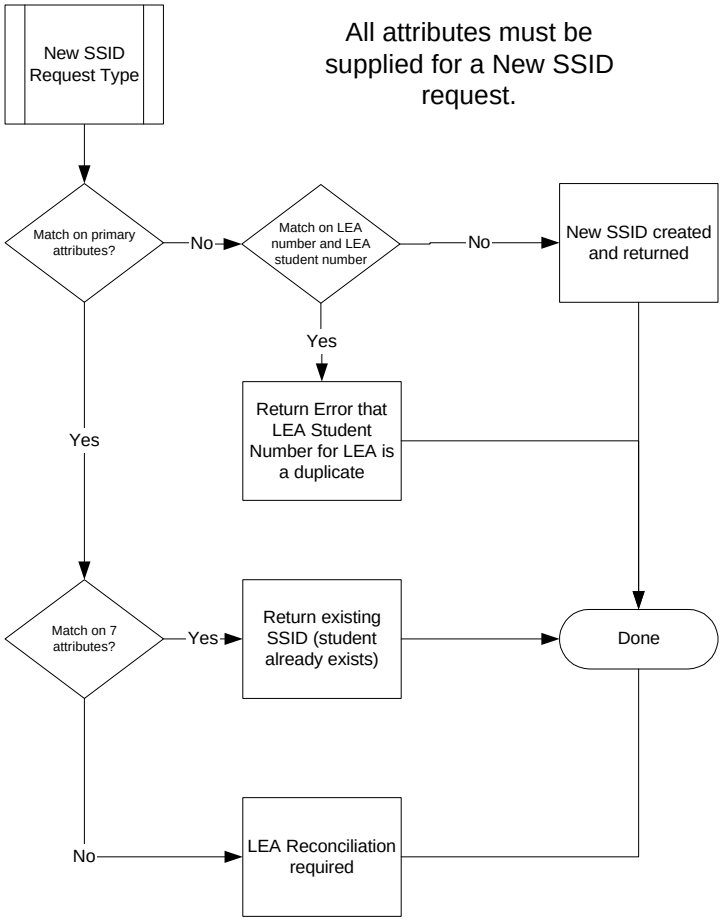
1.5.1 New SSID

The *New SSID* request type is used to create a new SSID for a student enrolling for the first time in the State of Utah. The New SSID request type should be used to enroll kindergarten students and for transfer students that haven't previously attended public school in Utah.

Note:	If a submitted row has a request type of New SSID but matches an existing row in the SSID system or the submitted row contains an SSID, LEA reconciliation is required.

1.5.2 New SSID Process Flow Diagram

Diagram 1.4



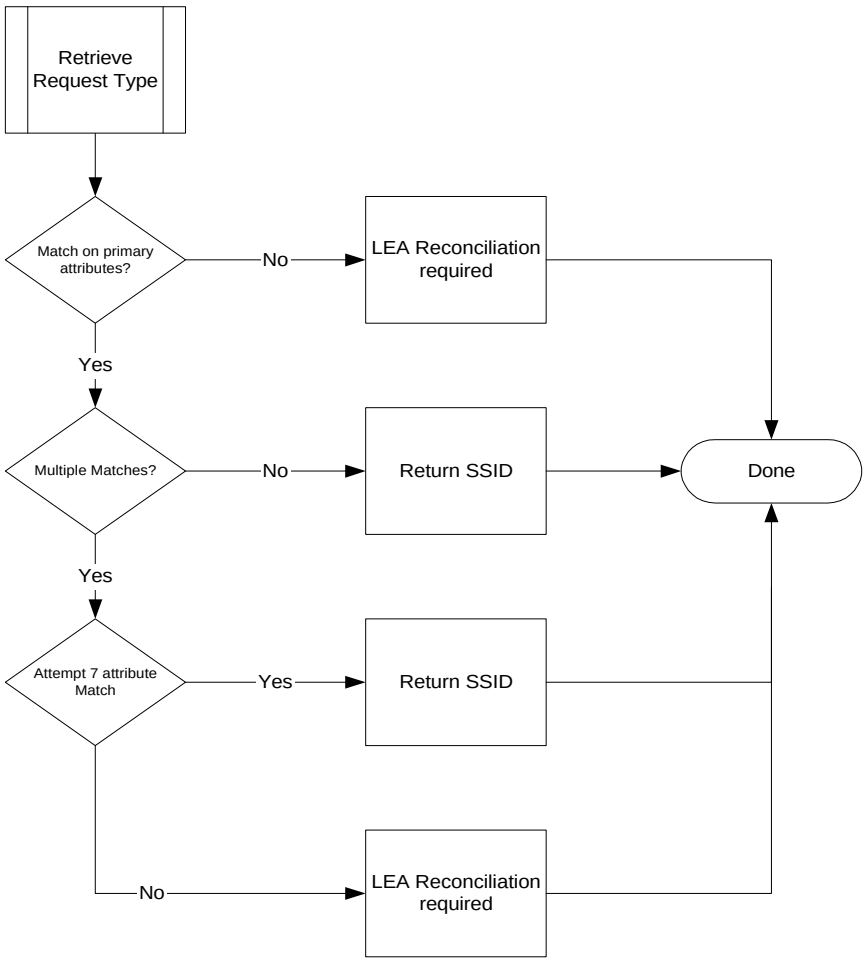
1.5.3 Retrieve

The *Retrieve* request type should be used to obtain the SSID for a student transferring from one Utah school to another or for a student transferring from out of state, but who had previously attended public school in Utah.

Note:	SSIDs for students which have moved out of state remain in the SSID system.

1.5.4 Retrieve Process Flow Diagram

Diagram 1.5



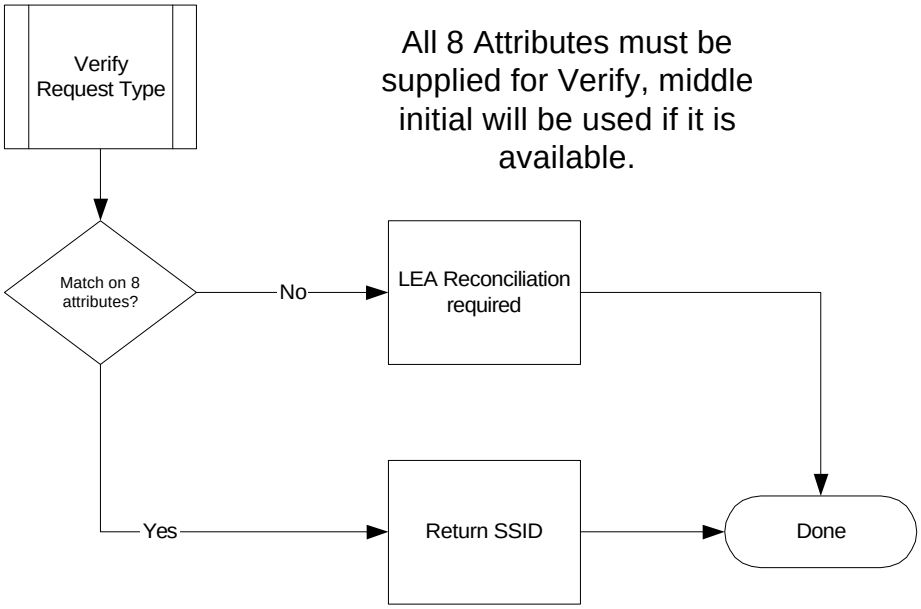
1.5.5 Verify

The *Verify* request type is used to confirm that an existing student's SSID and attributes, as recorded in the LEA's SIS system, match the SSID system.

Note:	SSIDs and all attributes should be verified before any data containing SSIDs is submitted to USOE.

1.5.6 Verify Process Flow Diagram

Diagram 1.6



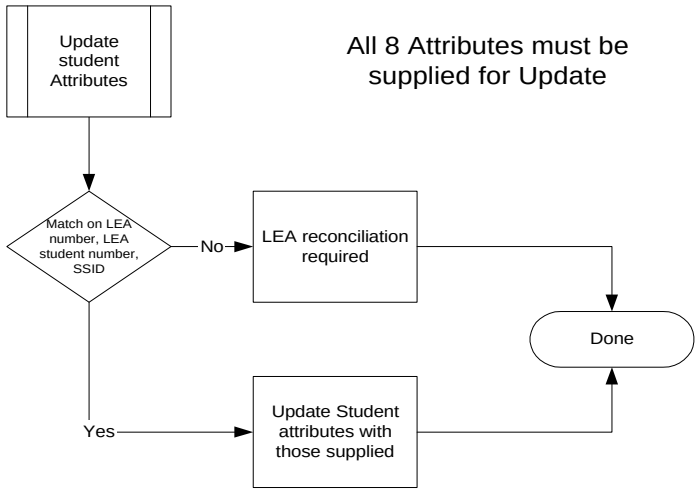
1.5.7 Update

The *Update* request type is used to change the attributes for a student that already exists in the SSID system. The submitted row's SSID, LEA number and LEA student number must match an existing student.

Note:	Updates (i.e. corrections or changes) may be made at the LEA's convenience but should be completed prior to any submission deadlines.

1.5.8 Update Process Flow Diagram

Diagram 1.7



1.6 Matching

1.6.1 What is a Match?

A match occurs when the attributes in the row in the Request File are the same as the attributes for one and only one student in the SSID database. The attributes used to determine if a match occurs vary by Request Type. More extensive examples are available upon request.

1.6.2 How Matching is Performed

Table 1.8 lists the attributes that are matched based upon the Request Type. Table1.9 is a symbol key provided to define the symbols used in the attribute table.

Match attribute	Retrieve	Verify	Update	New SSID †
SSID	⮌	✓	✓	⮌
Last name	✓	✓	☺	
First name	✓	✓	☺	
Middle name	✓	✓	☺	
Birth date	✓	✓	☺	
Gender	✓	✓	☺	
LEA Number	☺	✓	✓	
LEA Student Nbr	☺	✓	✓	
School Number	😐	😐	😐	😐

Table 1.8

† If any of the primary attributes do not match, a new SSID is created and returned unless a duplicate LEA student number exists for the request.

Match Symbol Key

Symbol	Definition
✓	Attribute must match – All match attributes are required.
☺	Attribute required – Match attempted on retrieves, required for updates and seven attribute match attempt.
😐	Attribute required – The school number is saved to the SSID database.
⮌	Attribute returned from SSID system.
👎	One or more of the attributes do not match.

Table 1.9

1.6.3 What Happens on a 'No Match'

A 'No Match' can occur in two ways:

1. The student attributes in the SSID Request File row don't match a student in the SSID system

2. The student attributes in the SSID Request File row match more than one student in the SSID system.

A 'No Match' has the following implications:

- If a submitted row does not Match and the Request Type is Verify, Retrieve or Update, the row will not be posted.
- If a submitted row does not Match because there is no student with matching attributes and the Request Type is New, the row will be posted.
- In the case of No Match, Possible Matches are provided via the SSID Website to assist LEAs in resolving the No Match.
- Rows that have more than one match in the system or that do not match require LEA reconciliation using the website.
- All No Match rows must be reconciled by the LEA in order to be posted.
- New SSID requests should not match existing students in the system.

1.7 File Formats

The SSID system uses two file formats - the SSID Request File and the SSID Response File. The USOE SSID Request File Validation Application is used to verify that each uploaded SSID Request File meets the file's specification. SSID Request Files that contain errors (data type errors, too many characters in an attribute, etc) must be fixed by the LEA and re-uploaded for processing. It is required that LEA uses the SSID Request File Validation Application tool to validate every SSID Request File PRIOR to uploading it to the SSID system.

Note:	The latest version of the SSID File Format specification is available on the SSID web site **Support** page.

1.8 SSID System Codes

SSID system codes are required to identify the status of files and rows processed and the errors that may be displayed in the SSID systems. The latest SSID System codes and error codes are located in the SSID File Specification. To obtain the latest codes, download the SSID File Specification from the **Support** page on the SSID web site.

1.9 SSID Request File Validation Application

The SSID Request File Validation Application is tool which will assist LEAs in validating their SSID Request Files. The application should be used to ensure that the files pass defined standards required to upload them. After an SSID Request File has passed the validation process, it may be uploaded to the SSID web site.

1.9.1 SSID Request File Validation Installation Steps

1. Obtain the SSID Request File Validation Application tool from the SSID website, an email request, or a CD request from the USOE
2. Run the setup program to start the program installation
3. Select Next
4. Accept the license agreement and select Install
5. Select Finish
6. Review the Readme file that appears after installation. A shortcut for running the SSID Request File Validation Application should exist on the desktop.

1.9.2 Using the SSID Request File Validation Tool

1. Create an SSID Request File
2. Open the SSID Request File Validation Application tool

   Example:

   On Windows XP, Select Start, All Programs, SSID Request File Validation. Click on SSID Request File Validation to start program to display the screen shown in Figure 1.11

3. Click on Select File Navigate to the SSID Request File location, select the SSID Request File and then select Open

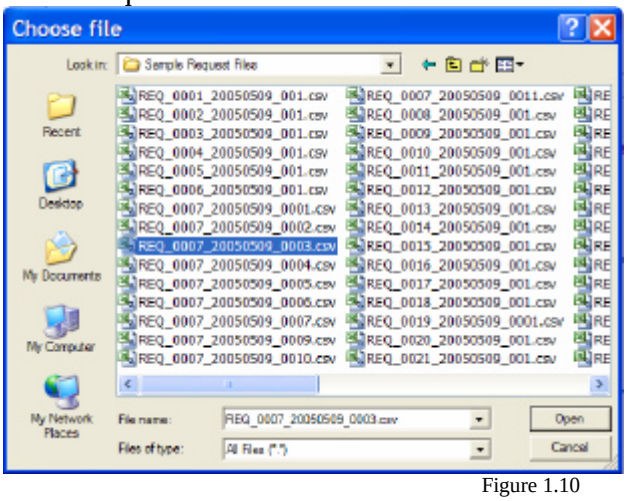


Figure 1.10

4. Select Validate File on the main SSID Request File screen.

5. File Validation processing will begin. The file will be loaded, and then each field will be validated in the row.
6. After validation the file's status will be shown. If the file status is **File Passed Validation** then proceed to upload it to the SSID web site.

NOTE:	All files must PASS the SSID Request File Validation application or they will NOT load into the SSID system for processing.

Problem Resolution

1. The status for each row in the SSID Request File will be displayed in the application.
2. LEAs may view all row status or filter to only view rows with errors.
3. Clicking on the Save Displayed Results to saved row status in multiple file formats for review and convenience. LEAs must fix all validation errors prior to uploading the file to the SSID system.

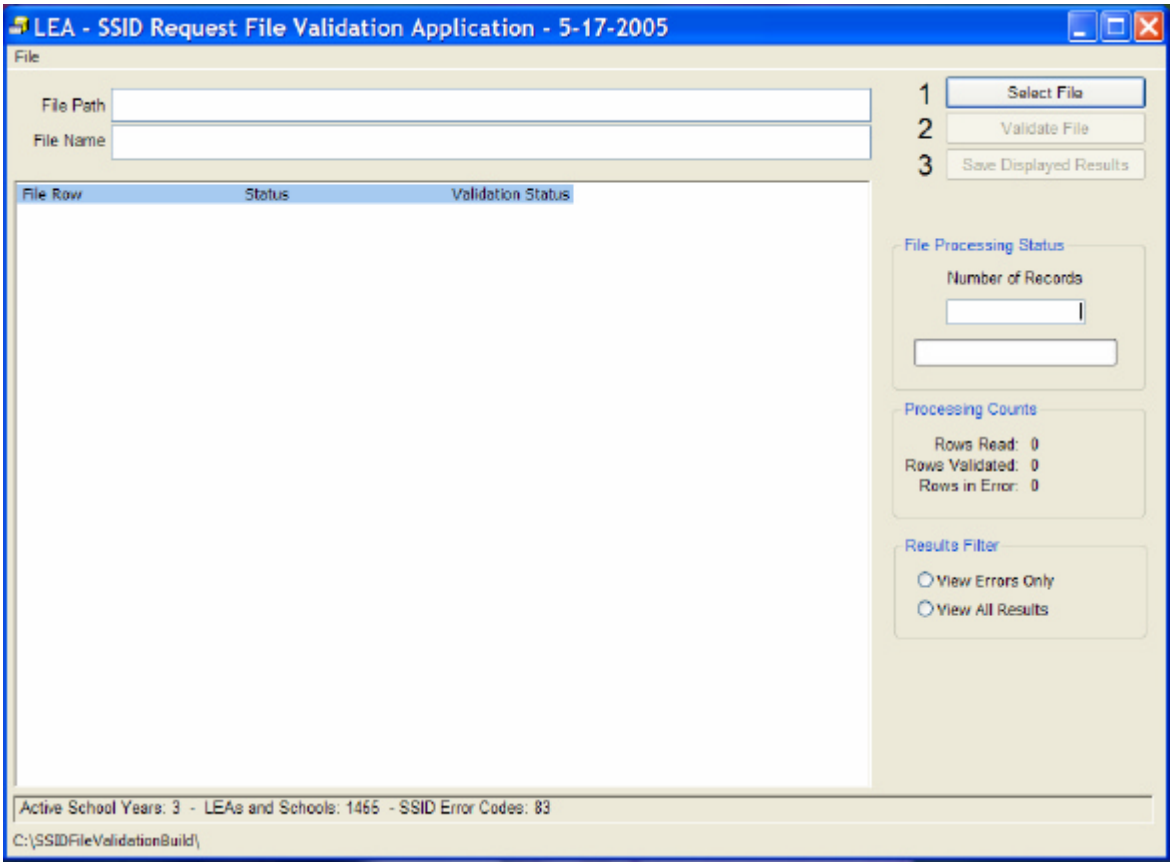


Figure 1.11

1.10 Website Security

Website security has been designed to ensure the privacy of the data being used throughout the website. Access to the website is secured with 128 bit SSL and requires a valid user ID and password. The SSID website has multiple security levels. The security level assigned to a user ID dictates the actions that the user ID may perform on the SSID web site. Internet browsers that have been logged into the website and left idle for a period of time are required to login again in order to continue working on the website.

1.10.1 Secure Socket Layer (SSL)

The SSID web site is only available using a browser capable of 128 bit SSL encryption such as Microsoft Internet Explorer. This level of encryption allows for maximum security of data being transferred to and from the SSID website.

1.10.2 User ID Security Roles

When a new user ID is created, it is assigned one of two security roles: LEA Admin or LEA User. A user ID with the LEA Admin security role may create other user ID's with the LEA User security role. Table 1.12 identifies system security and functionality as it applies to each user type.

SSID Functionality	LEA Admin.	LEA User
Login	X	X
Student Maintenance		
Student Search	X	X
View & Edit Student Detail	X	X
Add Single Student	X	X
Retrieve Student	X	X
Merge Students	X	X
File Maintenance		
Upload Request File	X	X
Cancel File	X	X
Cancel Rows	X	X
Reconcile Rows	X	X
Reprocess File	X	X
Download Response File	X	X
Administration		
Add LEA Administrators		
Add LEA Users	X	
Change LEA User Attributes	X	
Change Own Attributes	X	X
Change/Reset LEA Passwords	X	
Reset Own Password	X	X
View LEA User Information	X	
Activate/Deactivate LEA User ID	X	

Table 1.12

1.10.3 Obtaining a User ID and Password

An LEA must submit the proper form or contact the USOE directly to request a user ID with the LEA Admin security role. An LEA will have, at a minimum, at least one user ID with the LEA Admin security role. User IDs with the LEA Admin security role create user IDs with the LEA User security role. User ID's may be created only for the same LEA to which the creating user ID belongs.

1.10.4 Password Security

LEAs are able to change their password using the Edit User Info option. Passwords must meet the following requirements: 8 characters or more, each character must be either a letter or a number.

2 Logging into the System

A USOE assigned User ID and Password is required to gain access to the SSID system. Users are required to use strong passwords (8 characters or more, upper case letters, lower case letters and numbers). For security purposes, Invalid User Logins are disabled after 3 consecutive failed attempts; if an account should be disabled, users are required to contact their local LEA user administrator or the USOE in order to have it reset.

Figure 2.1

3 Home Page

The SSID Home Page is the root of the web site. This page is the starting point for the user once they are logged into the SSID web site. The **Support** link is included to give users access to web site documentation usage and other quick links.

The home page may contain system messages for the user. After logon, these messages will alert users to important SSID information.

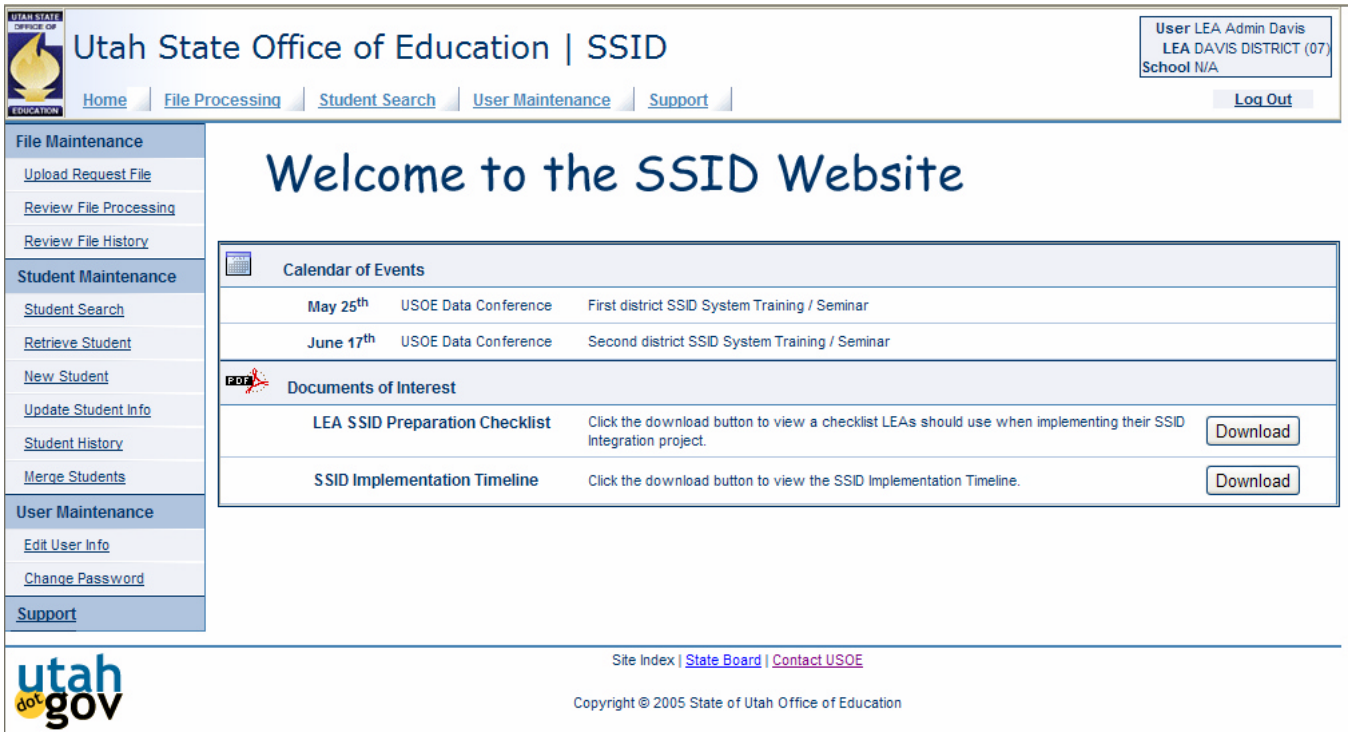


Figure 3.1

4 File Maintenance

The **File Maintenance** area of the SSID web site is provided to aid in sending SSID Request Files, retrieving SSID Response Files, checking file statuses and correcting errors found in SSID Request Files. The following sub-sections explain and provide the steps for all web page areas listed under **File Maintenance**.

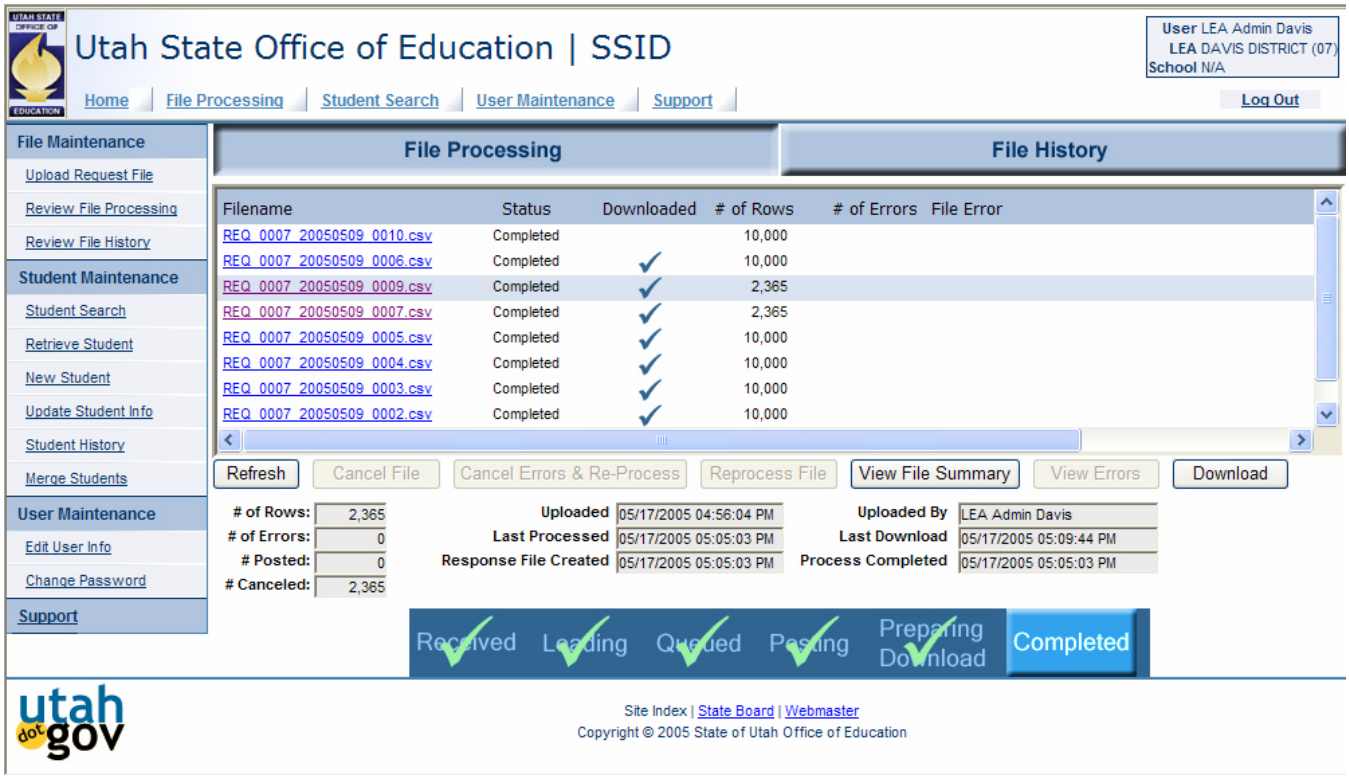


Figure 4.1

4.1 Uploading SSID Request Files

Upload Request File provides a file transfer area for uploading SSID Request Files from the LEAs to USOE. Each LEA creates a comma delimited file (.csv) and verifies the contents with the provided SSID Request File Validation Application tool; see section 1.9 for more information on this tool. Before the file is uploaded, the web page verifies the file name and that it has not been uploaded before. The LEA browses for the file through the SSID web site interface and uploads it to the USOE system. After the file has been uploaded to USOE, the LEA may check the file processing status using the **Review File Processing** page. After the file uploads, a successful message appears and the file appears in the **File Processing** screen with its current status as shown in Figure 4.1.

4.1.1 Before Uploading

Before uploading a file to the SSID system, the file content layout should be verified, and the file name must adhere strictly to the SSID Request File naming standards in order to be accepted by the web site. The SSID Request File Validation Application is provided for validating the contents of an SSID Request File. See Section 1.9 for more information on this tool. The SSID Request File specification is available on the SSID web site **Support** page.

4.1.2 File Layout Verification

Several SSID Applications are in place to validate the layout of files to be uploaded. One is downloaded and is described in Section 1.9 and installed locally at the LEA. The other is included as part of the SSID web site backend file load process. These file validation engines will aid in getting the proper file format for uploads, and eliminate the possibility of errors.

4.1.3 Steps

The following are general steps to be used in the uploading of SSID Request Files to the SSID web site.

1. Create a SSID Request File with one row for each student request
2. Use the provided SSID File Verification Application tool to validate the file's contents, see Section 1.9 for more information
3. Login to the SSID web site using a valid user ID and password.
4. Select the **Upload Request File** link on the SSID home page. The **Upload File** screen will appear as in Figure 4.2

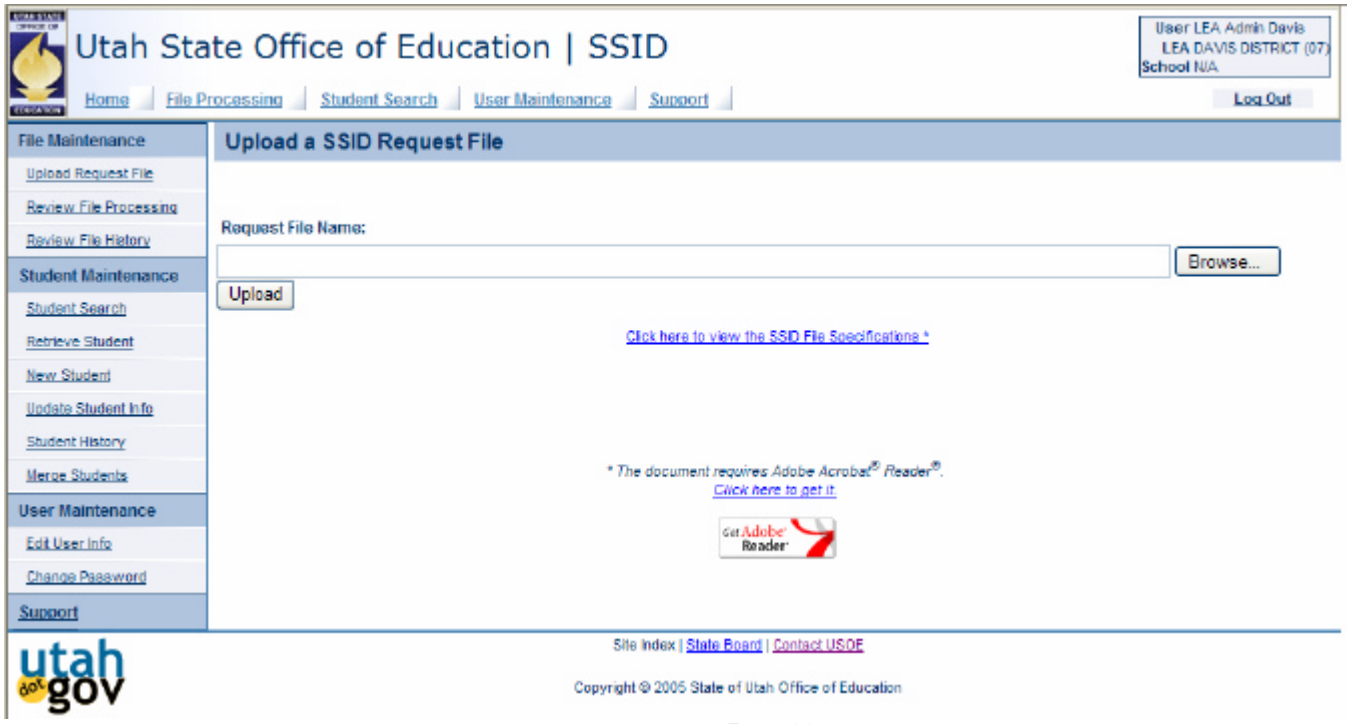


Figure 4.2

5. Click on the Browse... button to open the **Choose File** window as seen in Figure 4.3, and navigate to the SSID Request File

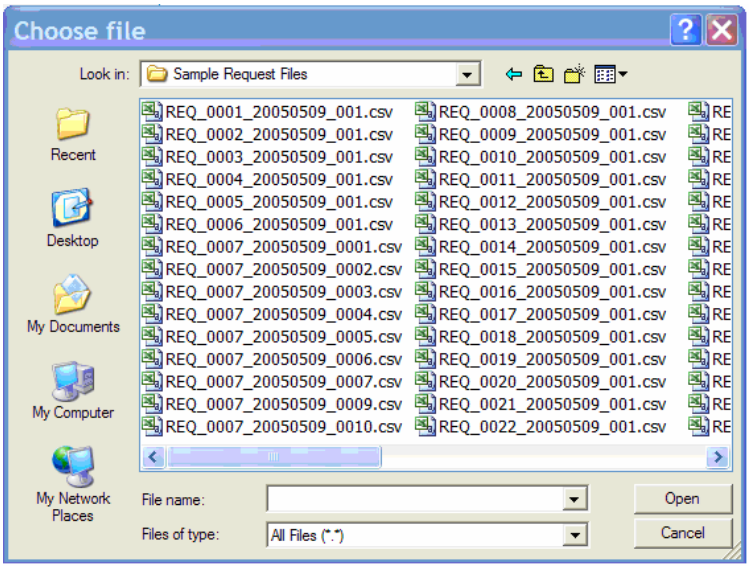


Figure 4.3

6. After locating the correct SSID Request File, select it and click on Open
7. The SSID Request File that was selected, along with its path, should now appear in the **Request File Name** box
8. Click on Upload to start the upload process

➢Upload time depends on the LEAs internet connection speed and the size of the file being uploaded.

9. After the file has been successfully uploaded, the below message box will appear.

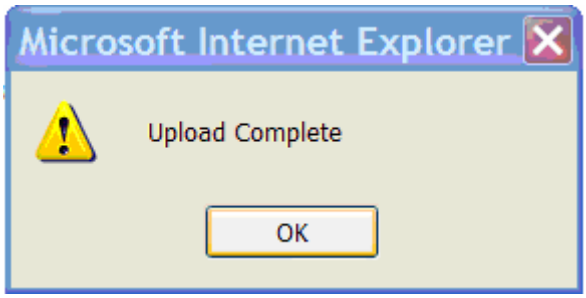


Figure 4.4

4.1.4 Troubleshooting

If you are unable to log in to the SSID web site please verify your password with your LEA Administrator or with the USOE administrator.

For Issues downloading files, please verify the file name and the file contents.

4.2 Review File Processing

The **Review File Processing** page is provided to view the status of uploaded file(s), review file errors, and control LEA file processing. SSID Request Files are displayed on the screen after they have been submitted to the SSID system for processing.

4.2.1 Monitoring Uploaded Files

After uploading the SSID Request File to the SSID web site, you may select the **Review File History** page to see the current status for your files. Table 4.5 shows a list of each status and their definition.

Status	Definition
Received	The SSID Request file has been received for processing.
Loading	The file contents is being validated and loaded into the system.
Queued	The file contents have been loaded and individual rows are waiting to be processed.
Posting	The file is being matched and processed in the SSID system.
Preparing Download	The file has completed processing and the SSID Response File is being created
Completed	The file has completed all processes.

Table 4.5

4.2.1.1 Steps

The following are general steps to be used in the monitoring of SSID Request Files.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on a file name in the File Processing window to get a status. See Figure 4.6 for an example.

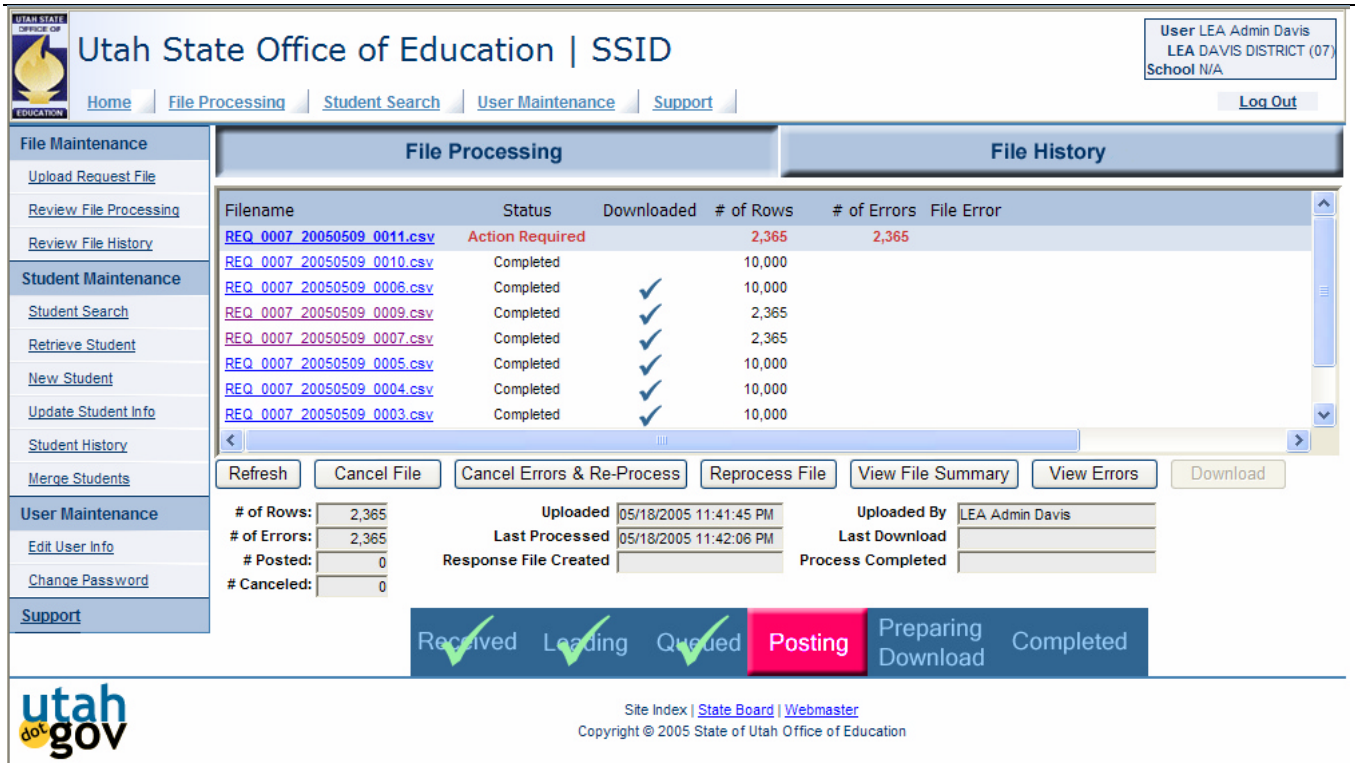


Figure 4.6

4.2.2 Processing Files with Errors

After an SSID Request File has been uploaded, the file may have errors. If the file had errors while processing then a status of Action Required will appear next to the file name as shown in Figure 4.6. The following is a list of options that are available with a file that has errors.

- Click on the filename with status of Action Required
- The errors may be viewed by clicking on View Errors
- Select Cancel Errors & Re-Process to cancel all rows that had an error and process the file WITHOUT these rows being posted. The SSID Response File will be created by the system.
- Reprocess File will submit the file for re-processing. If corrections have not been made to error rows, then the errors will prevent the file from being completed.

4.2.2.1 Steps to Process Individual Errors Rows

The following are general steps to be used in resolving errors in an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status
4. When the file status is Action Required, click on View Errors

5. Errors will be presented one at a time (Figure 4.7); navigate through errors using the options shown in Table 4.8

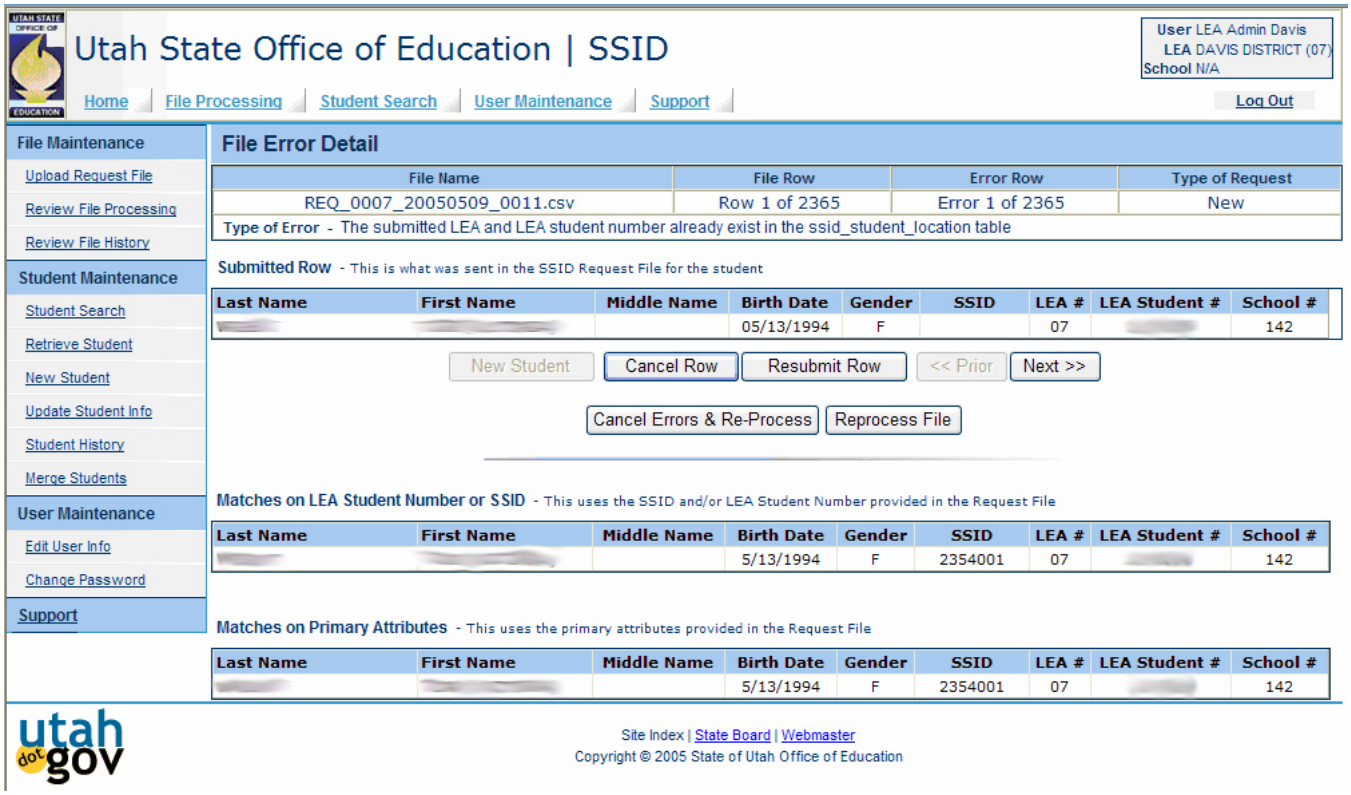


Figure 4.7

Option	Function
New Student	Create a new student from this information
Cancel Row	Cancel the processing of this row
Resubmit Row	Reprocess row
<< Prior	Move to the previous error
Next >>	Move to the next error

Table 4.8

6. Select Next >> to move to the next error until all errors have been processed
7. Return to the **Review File Processing** page
8. Select Reprocess File

4.2.2.2 Steps to Cancel Errors and Re-Process File

The following are general steps to be used in canceling errors and reprocessing an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status

4. When the file status is Action Required, click on Cancel Errors & Re-Process
5. All errors rows will be canceled from the file and the file will be re-processed

4.2.3 Reviewing File Summary

The Review File summary page will show detailed information about each file.

4.2.3.1 Steps

The following are general steps to be used in viewing the summary of a processed file.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status.
4. Click on View File Summary
5. The file Summary will be displayed

4.2.4 Reprocessing an SSID Request File

Reprocessing a file will resubmit it into the system for processing. Unless there has been a change to the file, or a change to the information contained in the SSID web site, the file will fail again with the same errors.

4.2.4.1 Steps to Reprocess an SSID Request File

The following are general steps to be used in reprocessing an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status
4. When the file status is Action Required, click on Reprocess File
5. The file will be reprocessed

4.2.5 Canceling Files

Files can ONLY be canceled BEFORE they are processed. Use the cancel file option to cancel the processing of a file. Rows that have been posted can not be cancelled.

4.2.5.1 Steps to Cancel a File

The following are general steps to be used in the canceling a file in progress.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page.
3. Click on the file to get its status.
4. When the file status is Action Required, click on Cancel File
5. The file will be canceled

4.2.6 Downloading a SSID Response Files

After an SSID Request File has been completely processed and posted to the SSID database, a SSID Response File is created. LEAs may download the SSID Response File by clicking on a Completed file to select it and then clicking on the Download button. If a file has already been downloaded a check in the Downloaded column will appear. File(s) may be Downloaded by LEA's as many times as they wish. LEAs should synchronize their SIS systems with the SSID Response File to ensure that each LEA SIS system and the USOE SSID system are in sync. The date and time that each SSID Response File was downloaded by the LEA is shown under the file list window.

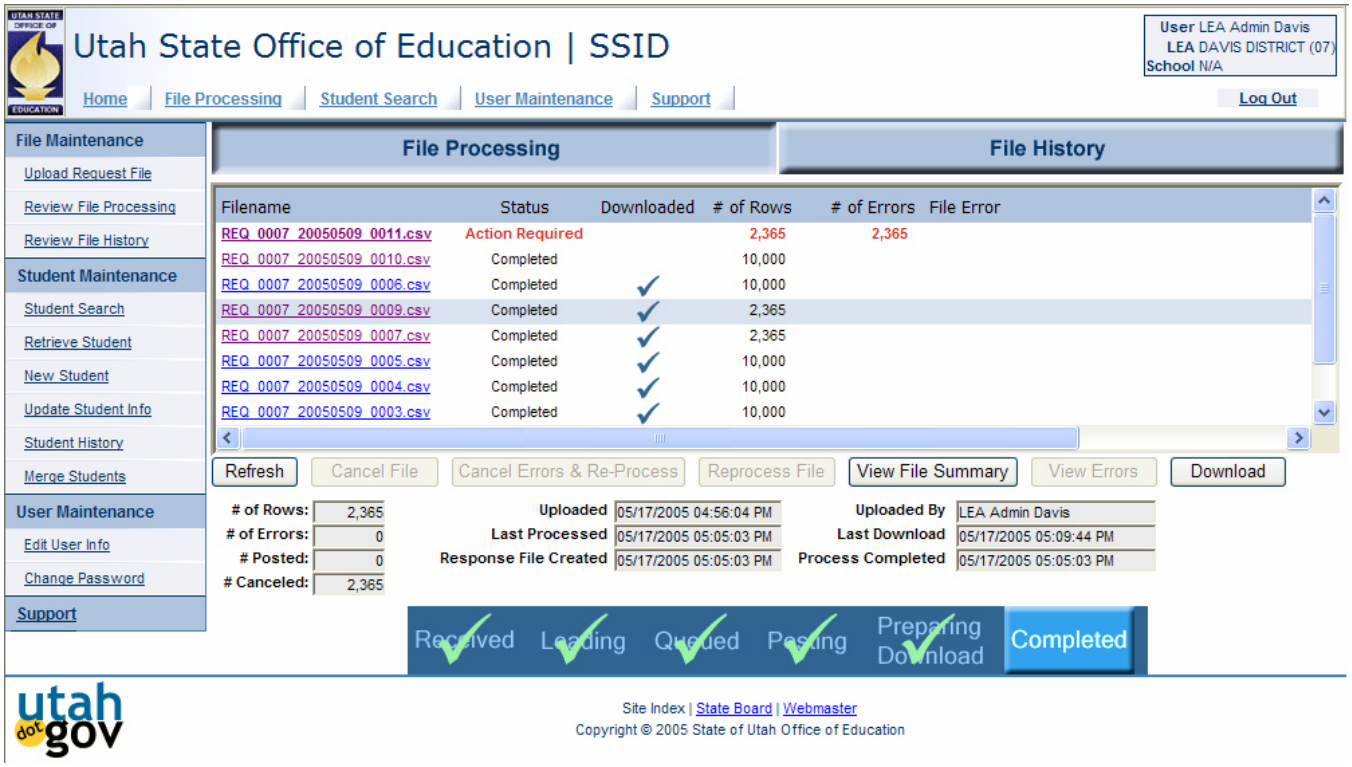


Figure 4.9

4.2.7 File Layout

The SSID Response File format is a comma delimited file (CSV). It is required that LEAs download and synchronize their LEA SIS systems with the SSID Response Files. See the specification document found on the SSID web site in the **Support** page for more information on the SSID Response File.

4.2.7.1 Steps

The following are general steps to be used in the downloading of SSID Response Files to the SSID web site.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file that has the status of Complete
4. Click on Download to display the screen as in Figure 4.10
5. Click on Save to display a navigation window
6. Select the location for the SSID Response File and click Save

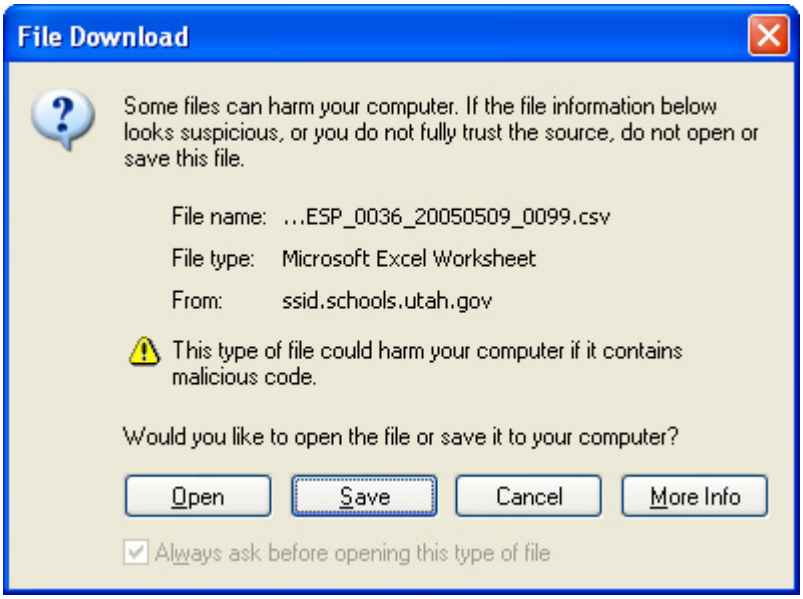


Figure 4.10

4.3 Review File Summary

The File Summary page is still under construction but will contain complete file Summary information useful to LEAs.

5 Student Maintenance

The SSID web site allows LEAs to maintain student information in the system. Student Maintenance is started by using the Student Search screen as seen in Figure 5.1. For security purposes, a history of all student maintenance modifications is retained by the SSID system.

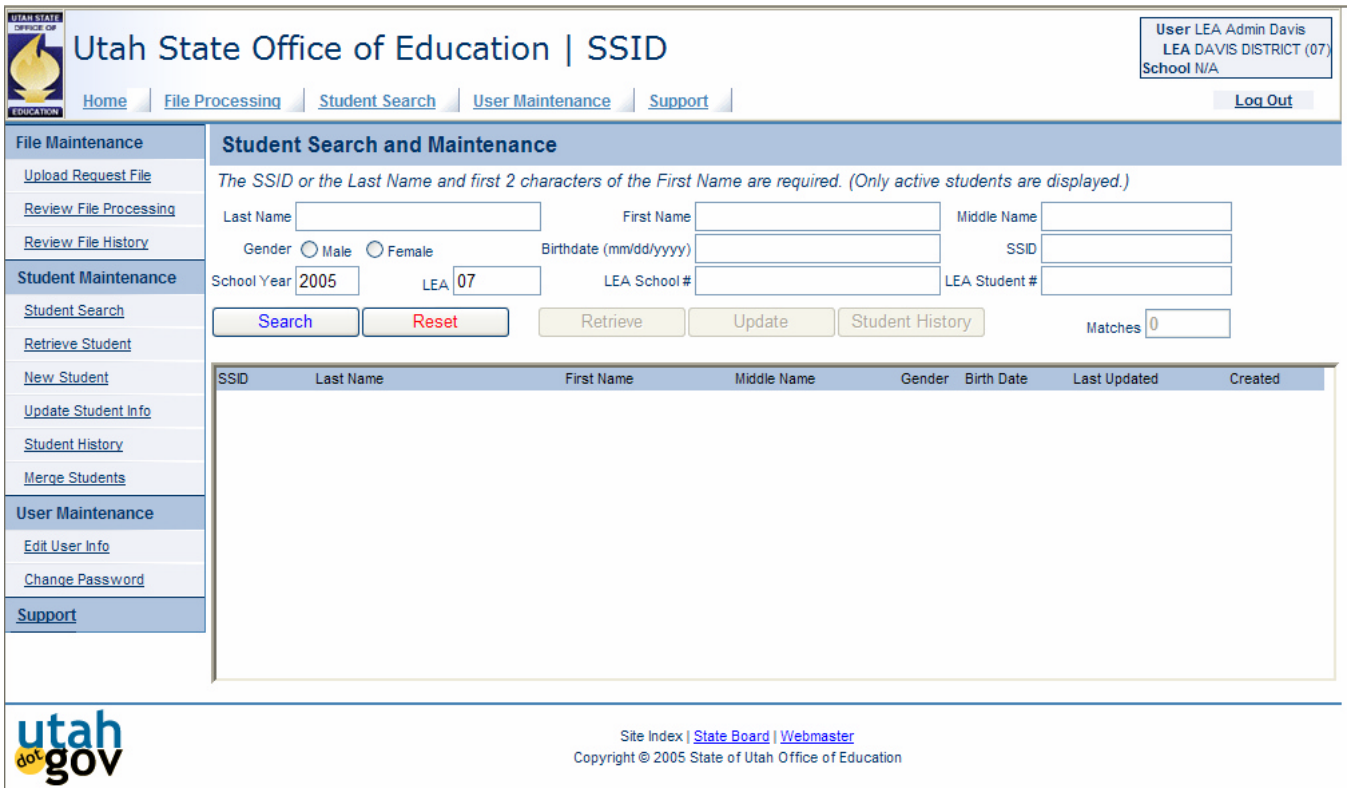


Figure 5.1

5.1 Searching for Students in the System

Student searches will allow students to be looked up using either the students SSID number or by using a combination of the full last name and the first two letters of the first name. After doing a search, student information will appear and can be edited from the same screen.

5.1.1 Steps

The following are general steps to be used in the searching for students.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Student Search** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on Search

5. Students that match the search criteria are displayed. Figure 5.2 displays a possible result using the last name of **anderson**, and the first name as **ko**.

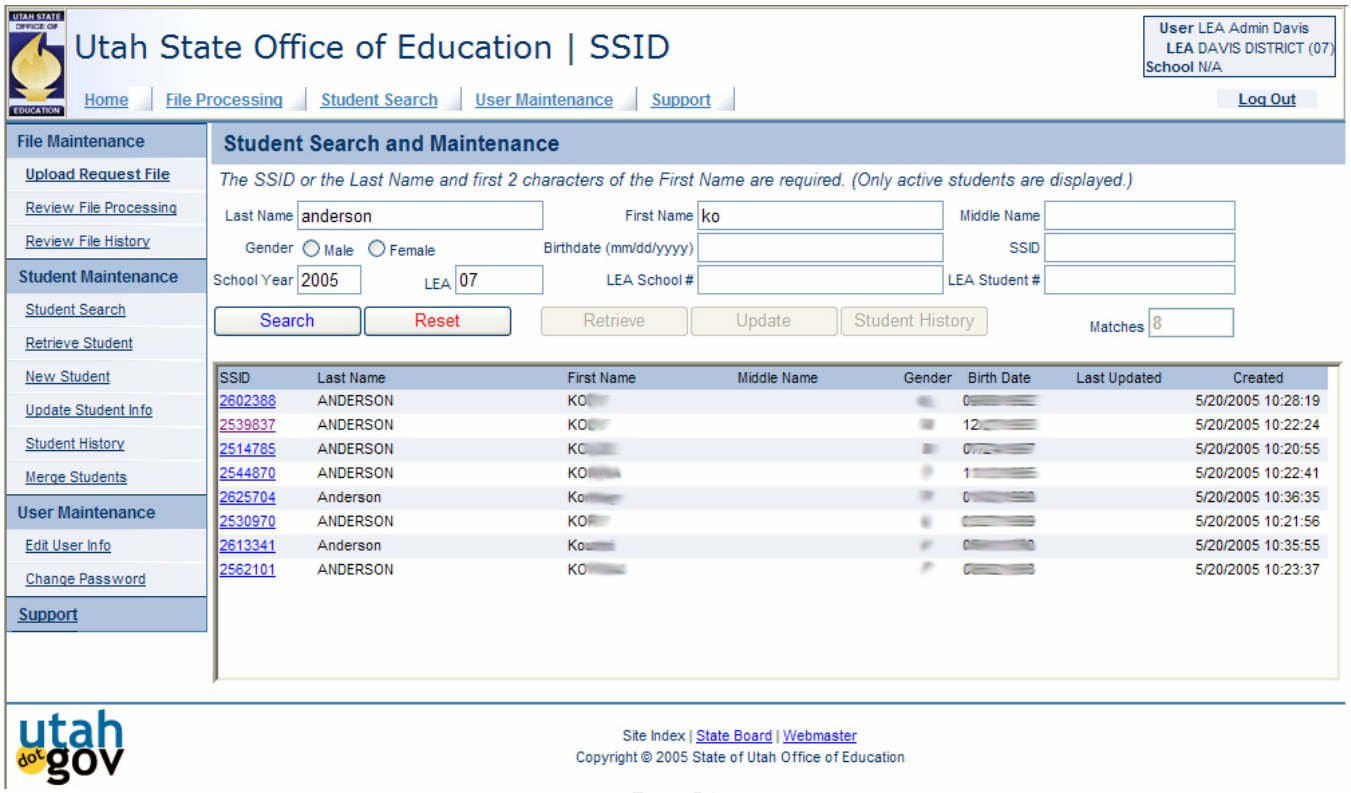


Figure 5.2

5.2 Retrieving Students

The **Retrieve Student** area allows LEAs to transfer students from another district to their district.

5.2.1 Steps

The following are general steps to be used in retrieving student information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Retrieve Student** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on Search
5. Select the correct student
6. Enter the correct LEA School # and LEA Student #
7. Click on Retrieve

Note:	If the student already belongs to the LEA, then only the Update option is available

5.3 Creating New Students in the System

Students that are new to the Utah Public School system must have a new SSID created for them. Kindergarten students are considered as new students and need to have an SSID created for them, while students that may have been in the Utah school system must be searched for.

5.4 Creating New Students Manually

To create students manually an LEA will use the New Student option from the SSID web site menu. Before creating a new SSID for a student, the existence of the student should be verified, or a duplicate may be created in the system. If a student exists with the same Primary Attributes, the LEA will be required to over-ride the system to create the new student SSID. The New Student screen is shown in Figure 5.3

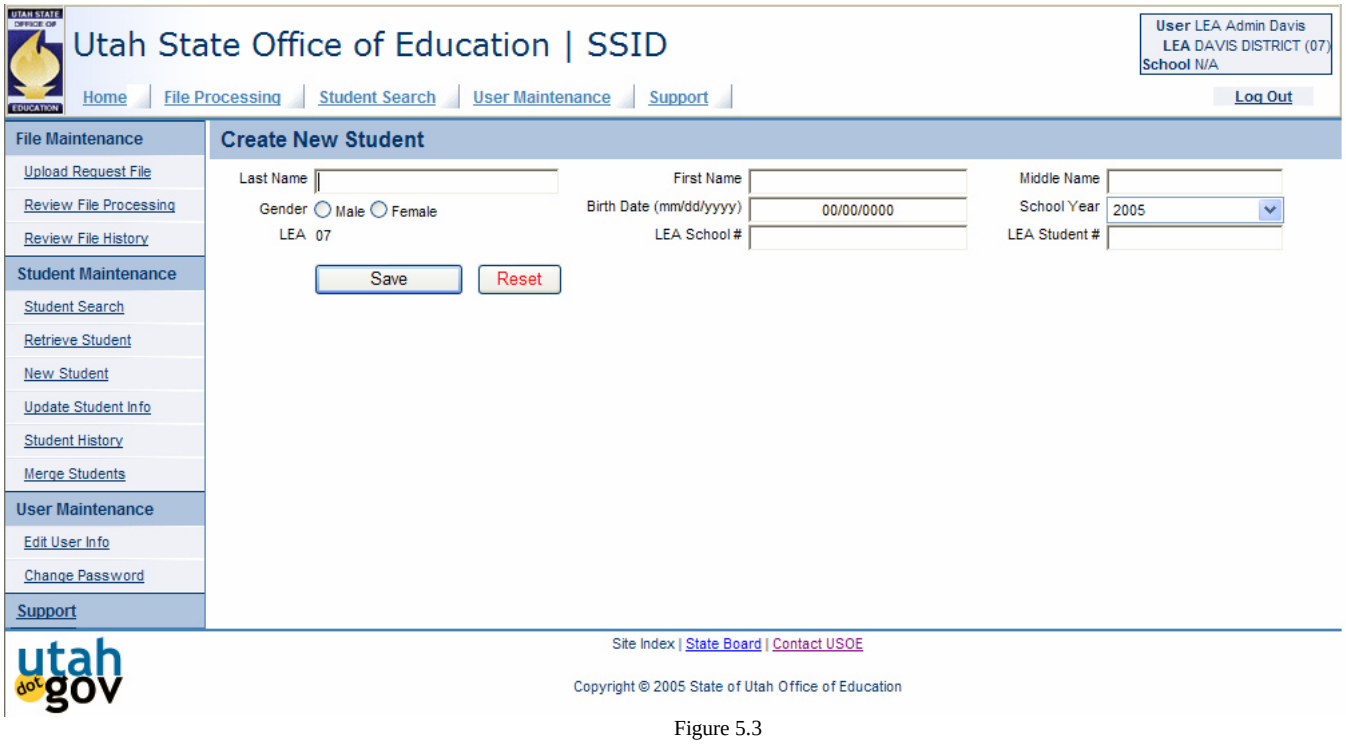


Figure 5.3

5.4.1.1 Steps

The following are general steps to be used in creating a new SSID for a student.

1. Log on to the SSID web site with a valid user ID and password
2. Select **New Student** from the **Student Maintenance** section of the home page
3. Enter a student's complete information
4. Click on Save
5. Make note of the new student's SSID in the LEA SIS system.

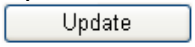
5.5 Updating Students

LEAs are able to update existing student attributes in the SSID system using the website or using the SSID Request File process. This may be done manually or in a batch process.

5.5.1 Steps

The following are general steps to be used in updating student information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Update Student Information** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on

5. Select the correct student
6. Enter the updated student information
7. Click on 

5.6 Reviewing a Student's History

An LEA may view changes that have been made to a student by using the Student history section of the web site.

5.6.1 Steps

The following are general steps to be used in viewing S**tudent History**.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Student History** from the **Student Maintenance** section of the home page
3. Enter a student's SSID number or their last name along with the first two letters of their first name
4. Click on

5. Select the correct student
6. Click

to view the screen shown in Figure 5.4

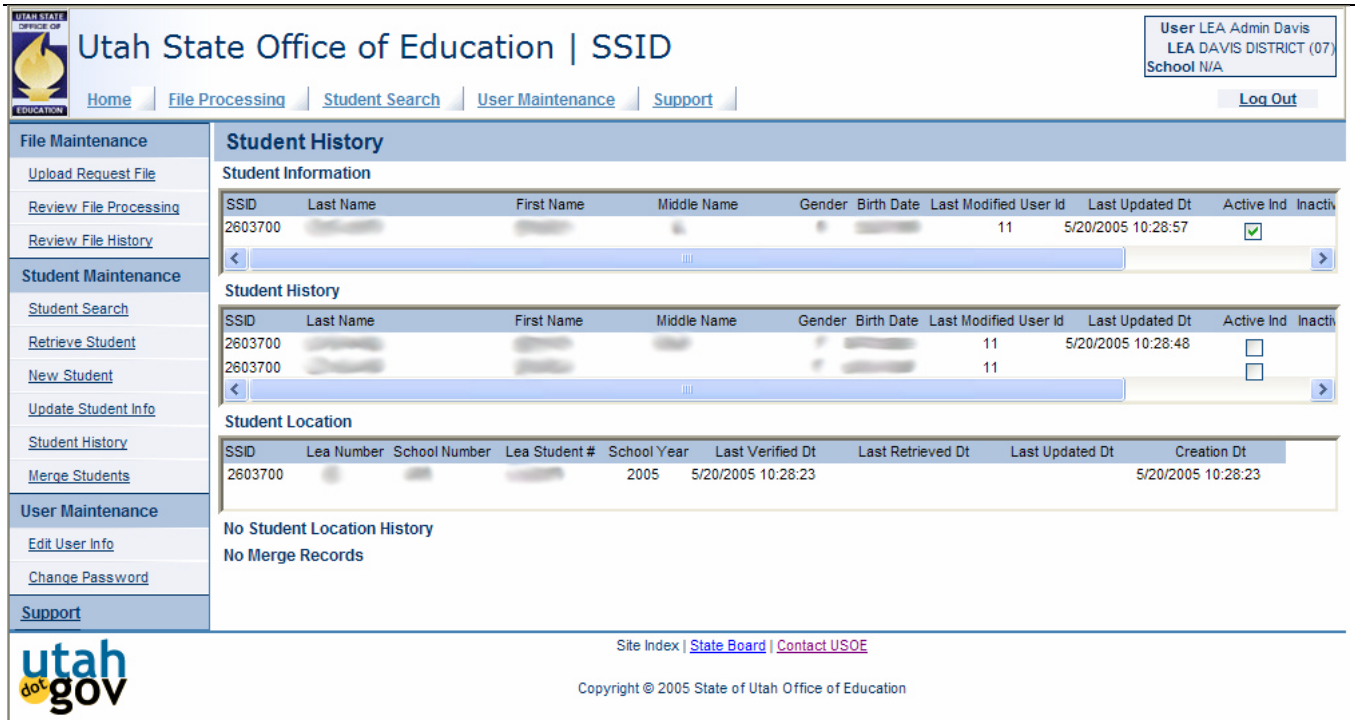


Figure 5.4

5.7 Merging Students in the System

Duplicate students may exist in the SSID system based upon LEA data entry. This may occur due to incorrect information, or user error. To resolve the occurrences of student duplications, the student merge feature is used.

To use this function, all SSID numbers for a student must be known. A search may be preformed to find a student's SSID numbers, then go to the **Merge Students** section to complete the merge process. The **Merge Students** screen is shown in Figure 5.5

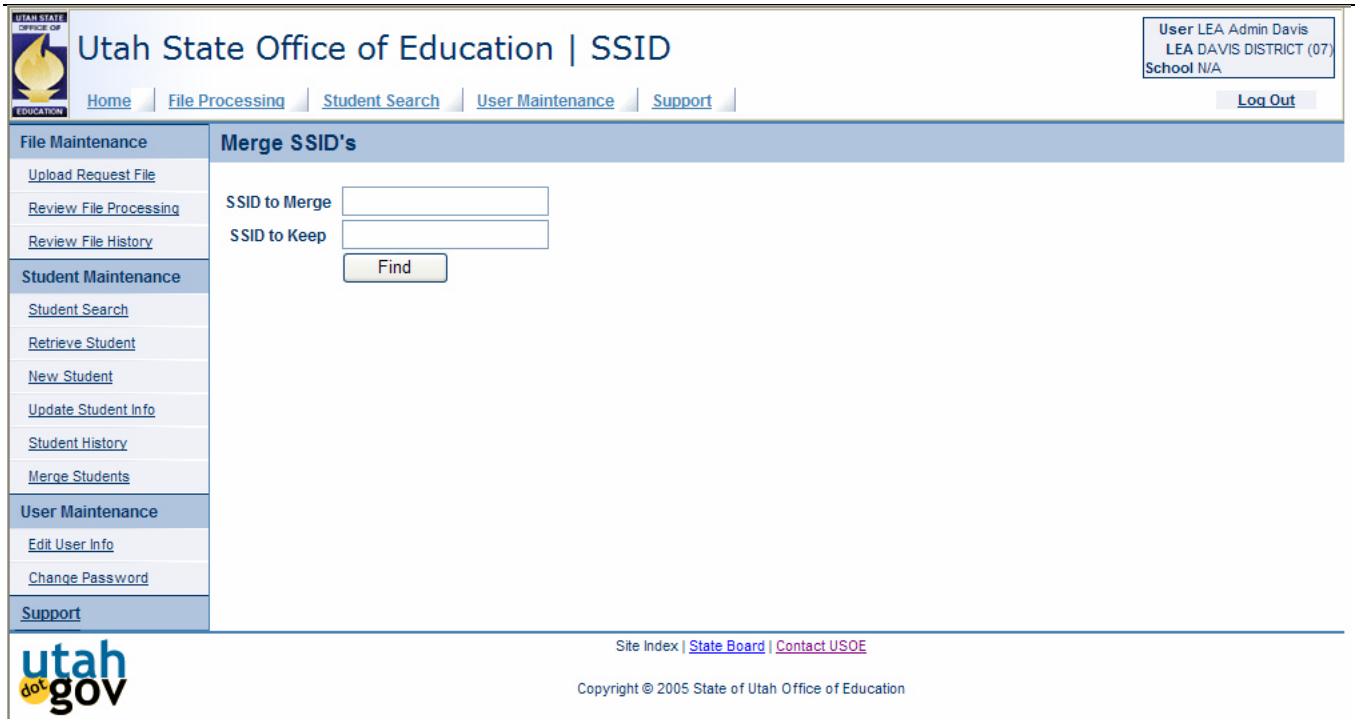


Figure 5.5

5.8 Steps

The following are general steps to be used in updating student information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Merge Students** from the **Student Maintenance** section of the home page
3. Enter the student's SSID number to be merged in the first box
4. Enter the student's SSID number to be kept in the second box
5. Click on Find
6. A confirmation screen is displayed as shown in Figure 5.6
7. If all information is correct, then enter the reason for the merge
8. Click on Merge

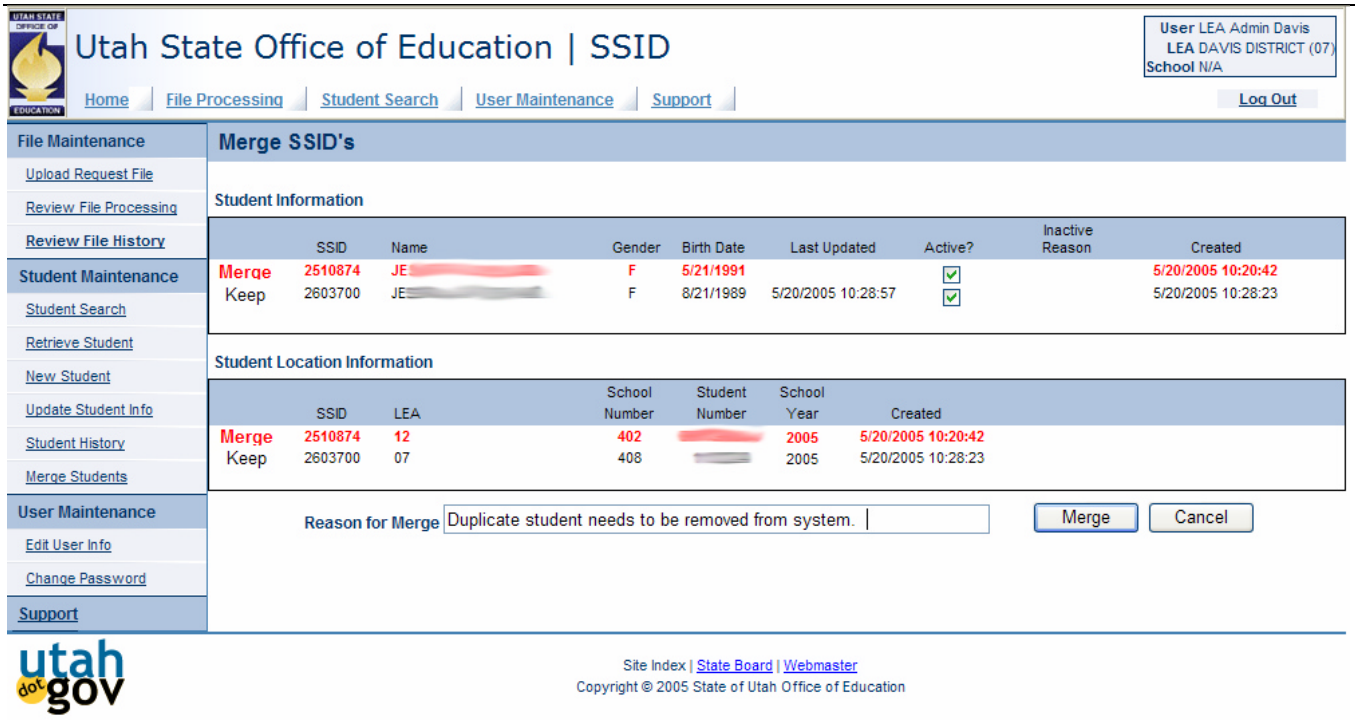

Utah State Office of Education | SSID
User LEA Admin Davis
LEA DAVIS DISTRICT (07)
School N/A
Home
File Processing
Student Search
User Maintenance
Support
Log Out
File Maintenance
Upload Request File
Review File Processing
Review File History
Student Maintenance
Student Search
Retrieve Student
New Student
Update Student Info
Student History
Merge Students
User Maintenance
Edit User Info
Change Password
Support
Merge SSID's
Student Information
SSID
Name
Gender
Birth Date
Last Updated
Active?
Inactive Reason
Created
Merge 2510874 JE F 5/21/1991 5/20/2005 10:20:42
Keep 2603700 JE F 8/21/1989 5/20/2005 10:28:57 5/20/2005 10:28:23
Student Location Information
SSID
LEA
School Number
Student Number
School Year
Created
Merge 2510874 12 402 2005 5/20/2005 10:20:42
Keep 2603700 07 408 2005 5/20/2005 10:28:23
Reason for Merge
Duplicate student needs to be removed from system.
Merge
Cancel
Site Index | State Board | Webmaster
Copyright © 2005 State of Utah Office of Education

Figure 5.6

6 User Maintenance

A valid user ID and password are required to use the SSID website. LEAs are able to change their password using the **User Maintenance** web page. LEAs must contact USOE in order to create a new SSID web site user ID. Each user has a specific security role in the system based upon how the user is setup. LEA Administrators are able to add other LEA users and maintain their information in the system. A typical **User Maintenance** screen is shown in Figure 4.1 with user names and information removed for security purposes.

Note:	LEA Administrators are **ONLY** able to manage and edit their own LEA users and passwords.

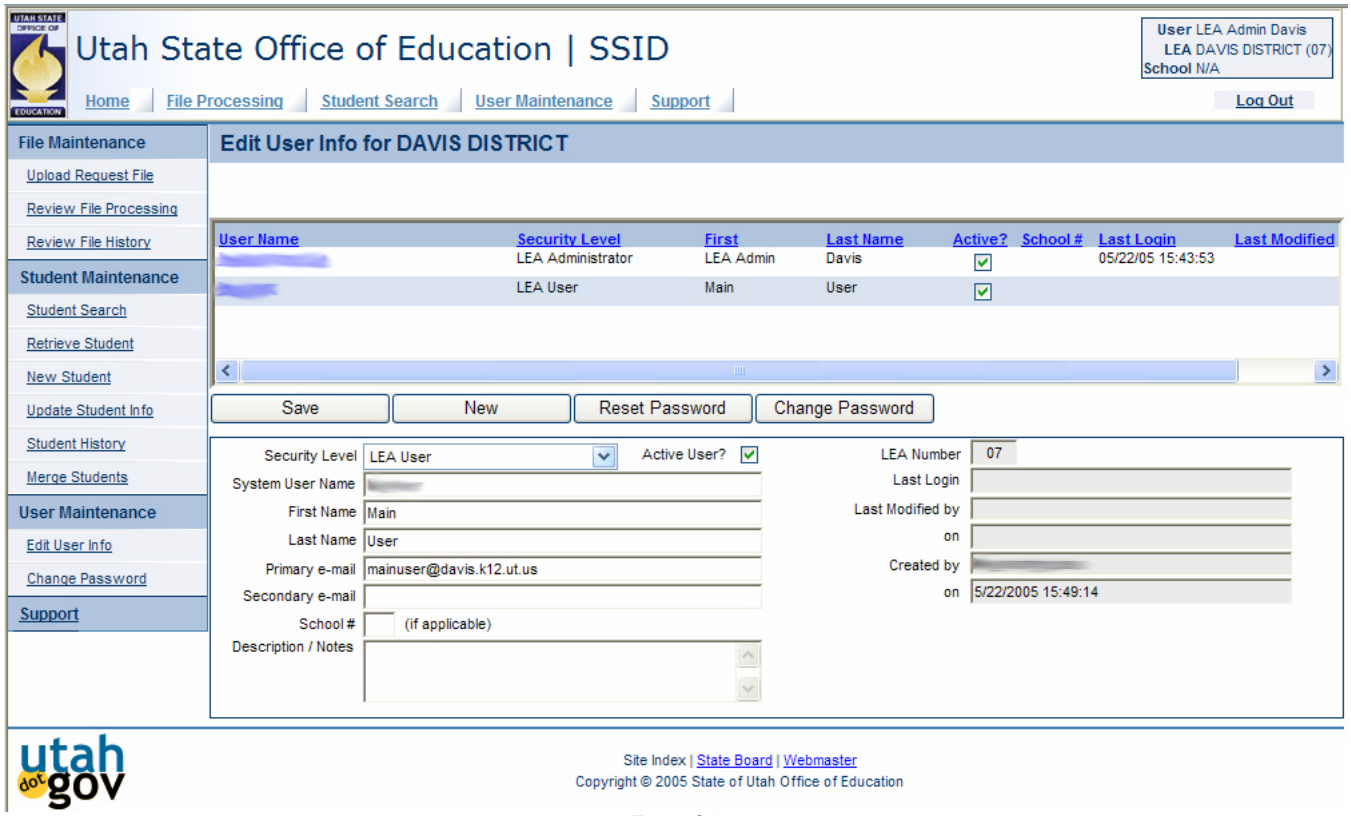


Figure 6.1

6.1 Creating new users

LEA administrators may create users for their own areas, and adjust the information for each user. The web site holds contact and location information for each individual user. Changes are tracked for individual users.

6.1.1 Steps

The following are general steps to be used in creating new LEA users.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Click on New
4. Enter the new user's information into the system as shown in Figure 6.2
5. Click on Save to save user

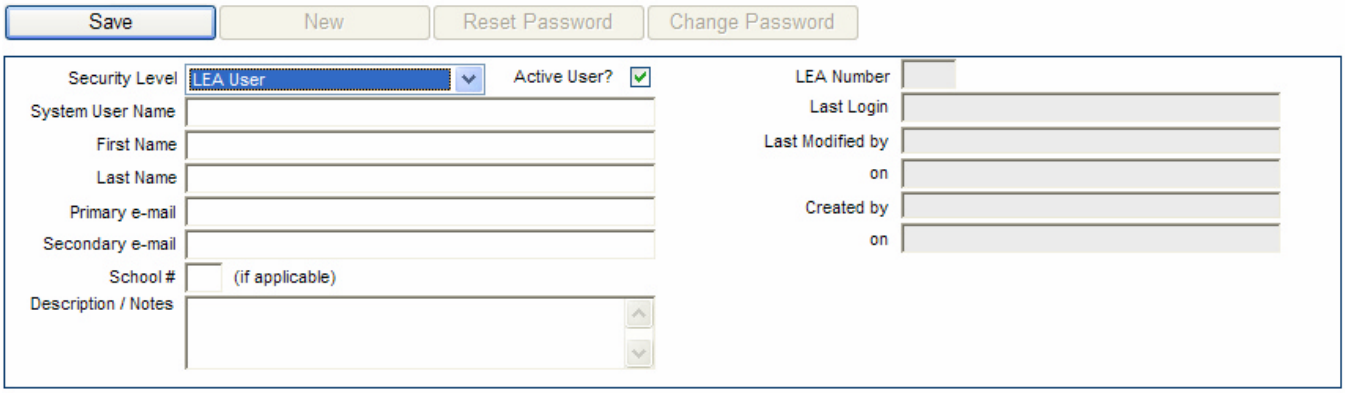


Figure 6.2

6.2 Editing Users

If an LEA user's information is incorrect or needs changed, use the **Edit User** Info page to modify the information.

6.2.1 Steps

The following are general steps to be used in editing user information.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Change the users information as required
4. Click on Save

6.3 Change Password

Passwords must be changed at regular intervals and at any time the password may have been compromised. See Figure 6.3 for the Change Password page.

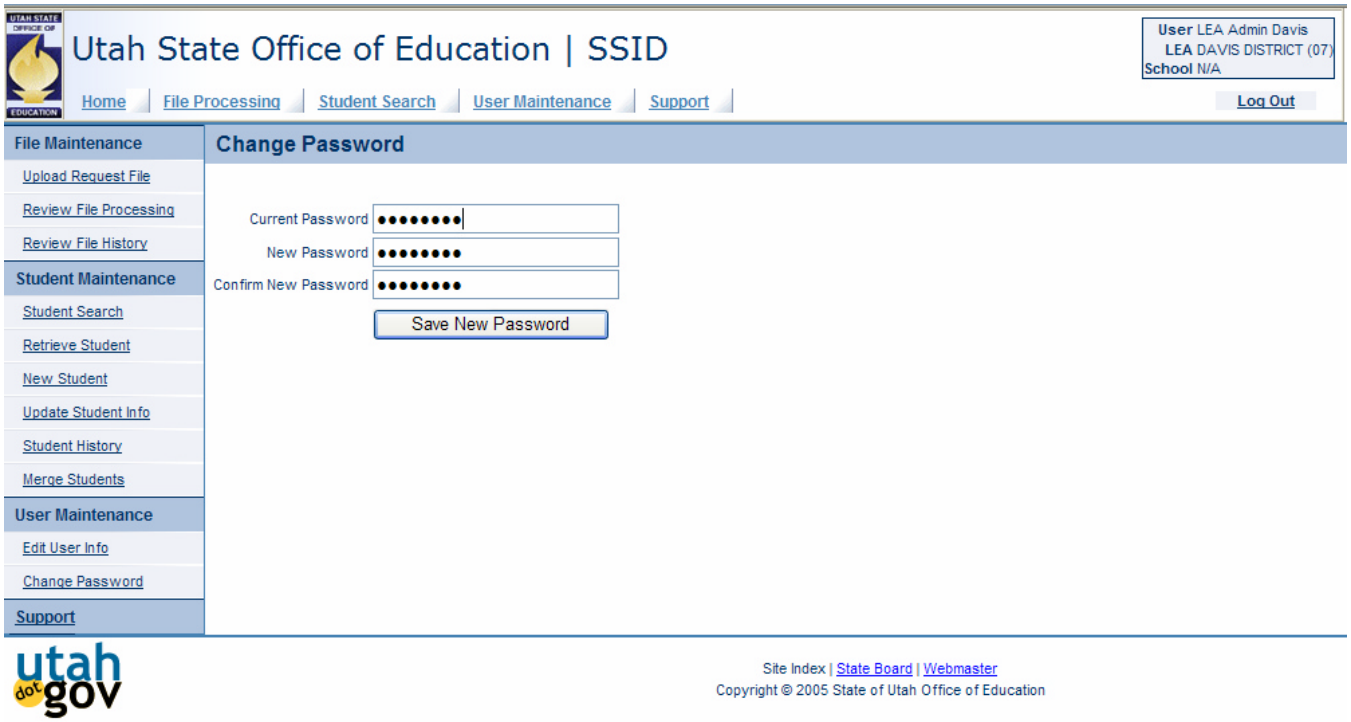


Figure 6.3

6.3.1.1 Steps

The following are general steps to change the current users password.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Change Password** from the **User Maintenance** section of the home page
3. Enter the current password
4. Enter the new password in the next two blanks
5. Click on

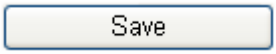
6.4 Disabling Users

It may be necessary to disable a user's account when a job function changes or for any other reason.

6.4.1.1 Steps

The following are general steps to disabling user accounts.

1. Log on to the SSID web site with a valid user ID and password

2. Select **Edit User Info** from the **User Maintenance** section of the home page
3. Uncheck Active User checkbox
4. Click on 

7 SSID Support

The **SSID Support** page contains information to aid in the usage of the SSID web site. Included are user documents with many instructions, as well as links to download files like the SSID Request File Validation Application tool mentioned above. The Support page is shown in Figure 7.1

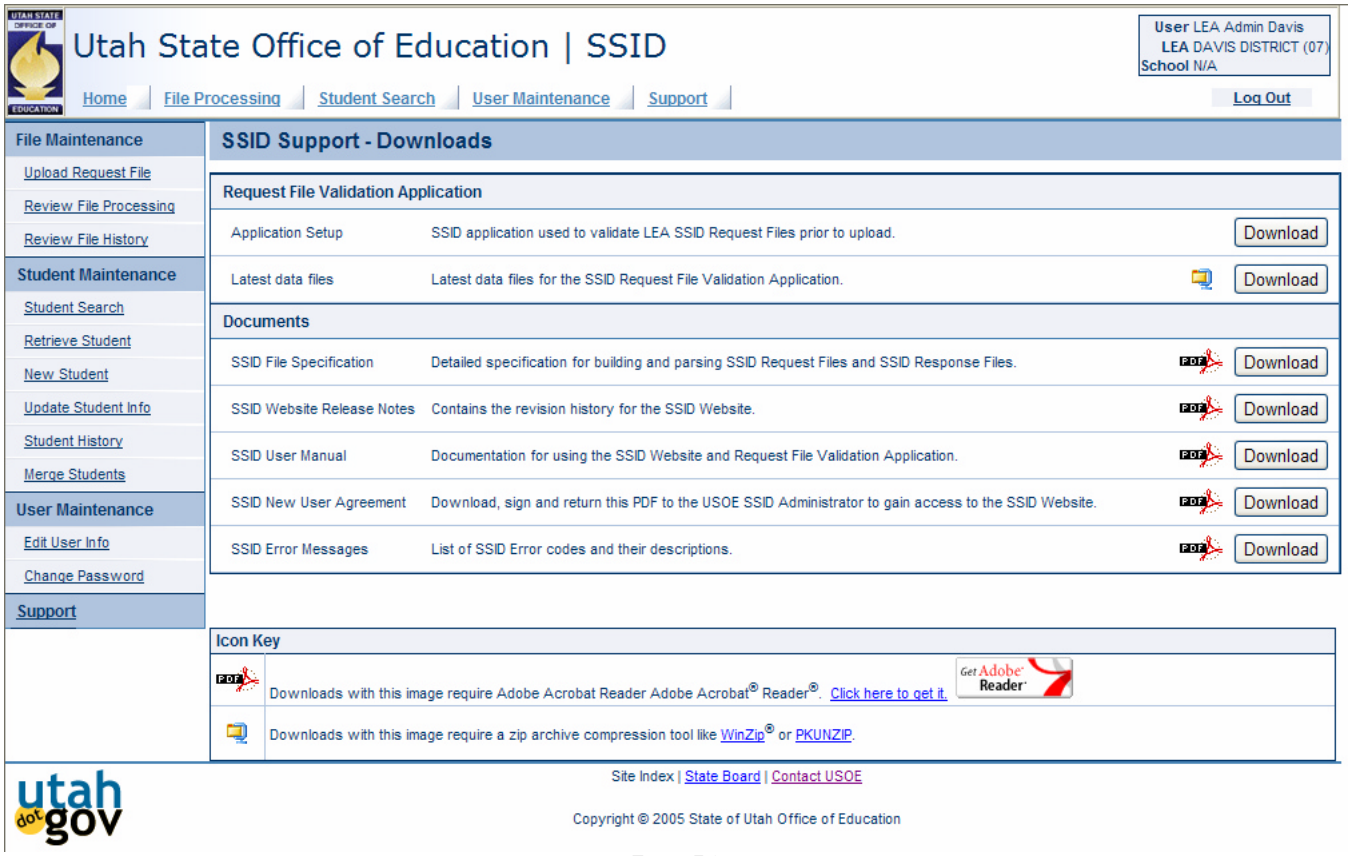


Figure 7.1